

**PRE-AP CONFERENCE  
APPLICATION  
(with the Development Review Committee)**

*City of Brighton  
22 South 4<sup>th</sup> Avenue #203  
Brighton, Colorado 80601  
303-655-2023 \* Fax: 303-655-2019  
[www.brightonco.gov](http://www.brightonco.gov)*

**GENERAL INFORMATION**

Proposed Development Name: \_\_\_\_\_

Site

Address/Location: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Legal Description:

Existing Zoning:	Proposed Zoning:	Comprehensive Plan Designation:	Existing Use:	Proposed Use:
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Streets giving access:

Land use surrounding property:	North:	East:
	South:	West:

**I hereby certify that I am making this application as owner of the above described property, or acting under the authority of the owner (attached authorization if not owner). I am familiar with all pertinent requirements, procedures and fees of the City. I understand that the application fees are non-refundable and that all statements made on this form and additional application materials are true to the best of my knowledge and belief.**

**Owners Signature:**

**Date:**

**Applicant's Signature:**

**Date:**

## DRC APPLICATION FEE TABLE

**\*\*NOTE:** Pre-Application Conference fee will be applied to development application submittal

<input type="checkbox"/> <b>DRC Conference</b> (Minor)	\$100	<input type="checkbox"/> Downtown Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> PUD Amendment <input type="checkbox"/> Location of Right-of-Way	<input type="checkbox"/> Special Use of Variance <input type="checkbox"/> Plat Affidavit or Correction <input type="checkbox"/> Temporary Use <input type="checkbox"/> Use by Right
<input type="checkbox"/> <b>DRC Conference</b> (Major)	\$500	<input type="checkbox"/> Annexation <input type="checkbox"/> Zone Change <input type="checkbox"/> PUD	<input type="checkbox"/> ODP <input type="checkbox"/> Subdivision Plat <input type="checkbox"/> Master Plans

### **SUBMITTAL REQUIREMENTS CHECKLIST:**

- ☐ Application Fee – See table above
- ☐ Proof of Ownership
- ☐ Vicinity Map: 1" = 200' scale, extending at least one-quarter mile beyond the proposed site.
- ☐ Preliminary Site Plan: Should include all relevant details of the site as identified in the preliminary meetings, to include existing and proposed roads, right-of-way widths, existing natural or manmade features, all proposed major uses (i.e. residential, commercial, industrial, school, park). Plans shall be shown and tabulated in terms of acreage, density and use.
- ☐ Preliminary Landscape Plan: Should indicate locations and sizes of city parks and open space, trails, on-site landscaping tracts, existing trees and natural features. Plan needs to clearly delineate the size of each tract of land and include a table of proposed ownership and maintenance of each tract.
- ☐ Preliminary Utility Plan: Should include general locations and sizes of water, sewer, electric, gas and any other major utility issues. This plan should also include general locations and sizes of storm drainage, traffic and all other issues identified as pertinent (i.e. flood plain, environmental, etc.).

**NOTE:** CONSTRUCTION DOCUMENTS are not required at this time. Changes may be made to preliminary plans at the Pre-App Conference.

NOTE: The City of Brighton Development Review Process is predicated upon the complete submittal of applications, as well as the timely and complete revision of documents in response to comments by staff and other referral sources. The Planning Department reserves the right to unilaterally withdraw any submittal from the review process should it feel the submittal is not responsive to such comments. This right to withdraw includes appearance(s) before the Development Review Committee. In the event a submittal is withdrawn from the process, it shall not retain its former position among the remaining projects, but shall instead be assigned the next available, scheduled opening for re-review (additional fees for re-reviewed material may apply). Should an applicant choose to proceed to the Development Review Committee, Planning Commission or City Council without Staff approval, a recommendation of DENIAL shall accompany the submittal.

### **SITE SPECIFIC INFORMATION**

#### **Services**

Is water service available?	Yes    No	Water trunk size =	
Is sewer service available?	Yes    No	Sewer trunk size =	

Is storm sewer pipe available?	Yes    No	Storm sewer size =	
Is any part of this development in the 100-year flood plain?			Yes                  No

Site Data Table (Proposed)							
Total acres in development:		Residential acres =		Commercial acres =		Industrial acres =	
Total lots in development:		Residential lots =		Commercial lots =		Industrial lots =	

Additional Residential Information			
Number of dwelling units:	Units	Dwelling units/acre:	Units/acre
Largest lot in sq ft:	Sq ft		
Smallest lot in sq ft:	Sq ft	Average lot size in sq ft:	Sq ft
Retention area:	Sq ft	Landscaped area in sq ft:	Sq ft
Detention area:	Sq ft	Detention area (counting toward open space):	Sq ft
Open space dedication:	Acres	Park land dedication:	Acres

Additional Commercial/Industrial Information			
Floor/Area Ratio:	Sq ft	# of parking spaces:	Spaces
Paved area:	Sq ft	Impervious surface:	Sq ft
Building footprint(s):	Sq ft	Total building:	Sq ft
Building height:	Ft	Detention/Retention area:	Sq ft

**OFFICE USE ONLY**

Date Paid: _____ Amount Paid: _____	DRC Conference Date: _____
Receipt #: _____	Assigned Planner: _____
Preliminary Contact File #: _____	Special Notation: _____